

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2016-71A**

**OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS
TEMPORARY HIRE**

POSITION:	Fence Technician (4 Positions)
OPENING DATE:	September 9, 2016
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Environmental & Natural Resources/Rangeland Program
SALARY RANGE:	NE-5; \$20,384 - \$30,576

Position Summary:

Under the direct supervision of the Rangeland Program Manager, performs laborer duties in the areas of preventative maintenance, repair, renovation, and installation of boundary and other fences on Pueblo of Laguna lands. Consistently applies the Pueblo's Core Values supporting Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Performs regular inspections of fences and provides preventive maintenance as needed.
- Repairs and rebuilds fences including wire-splicing, H-braces, gates, and water-gaps.
- Installs new fence infrastructure including posts, H-braces, wire, gates, and water-gaps.
- Removes old fence materials; prepares material for appropriate disposal.
- Uses skid-steer and attachments, (post-pounder, post-hole digger); and ATV.
- Inspects machinery and mechanical equipment for defects; performs minor repairs and maintenance.
- Uses Global Positioning System (GPS) equipment to record maintenance observations and locate property boundaries for staking.
- Uses Work Order system to begin projects, track progress, determine status, and close out completed projects.
- Determines material list of supplies needed for each work order; enters information into work order system.
- Maintains daily records of materials used, area worked, problem solved, and mileage traveled; enters information into work order system.
- Observes safety rules, and ensures and maintains a safe environment.
- Attends training classes and seminars on safety, first aid, equipment/machinery operation, and related topics to maintain and enhance job knowledge.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

One year of hard labor work experience preferred. Six months of work experience in equipment maintenance/repair preferred. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Fence Technician is designated as a Low Risk Public Trust position.

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Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, and Skills:

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of the methods and practices used in preventive maintenance and repair work.
- Knowledge of occupational hazards and applicable safety practices and skill to apply knowledge to work projects.
- Knowledge of the Pueblo's geography, road locations, and reservation boundaries.
- Knowledge, skill, and ability in use of GPS equipment; and to interpret data acquired.
- Ability to communicate effectively, both verbally and in writing. Fluency in the Laguna language preferred.
- Ability to understand and follow oral and written instruction.
- Ability to prepare and maintain written and /or electronic records and reports.
- Skill in utilizing skid-steer, 4-wheeler/ATV, and basic hand and electrical tools.
- Skill in diagnosing and repair of equipment utilized within scope of work.
- Ability to maintain good working relationships with individuals of varying social and cultural backgrounds; to maintain professional relationships with co-workers.
- Ability to work independently, in remote locations; and meet strict time lines.
- Skill in computer use including Word, Excel, and Outlook.
- Contributes to a team effort and makes individual effort to support Pueblo of Laguna Workforce Excellence.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES